

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100017-8

<b>REPORTS INVENTORY</b>					CONTROL NO.  DDS/OF-014	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (If a fill-in report include Form No.) Summary of "G" Account Advances from Other U.S. Government Agencies					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED  3		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly			6. DISTRIBUTION (No. of components not number of copies)  3	
7. FORMAT (memorandum, form computer print-out, etc) Budgetary Reporting		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT  OPPB		
10. PREPARING COMPONENT (include lowest level contributing information to report)  S&AS , Accounts Div.		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Status of Funds Advanced by Other U.S. Government Agencies				
<b>12. COST FACTORS</b>						
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-08	\$4.74		1		\$4.74	12 \$56.88
GS-04	2.81		3/20		.70	12 <u>8.40</u>
						\$65.28
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>						
TOTAL COSTS PER YEAR						\$ 65.28
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Internal Agency Requirement						
<b>14. FUTURE GOALS</b>						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					ESTIMATED SAVINGS	
CHANGE DISCONTINUE					MAN-HOURS	DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100017-8				18. EXTENSION